

Dhaka Ahsania Mission

Open Education Resource Policy 2019

1. Preamble

Dhaka Ahsania Mission (DAM) with its founding aim of serving humanity at large provides quality services towards unity, peace and development of their social and spiritual life. As activities grow, DAM including its institutions and programmes release various educational resources. It is anticipated that there will be instances where DAM entities and/or the content creators may wish to protect its intellectual property or there may be ethical, commercial or cultural reasons for protecting the materials they create. DAM though recognizes that the content creator is generally the primary copyright holder, as a development organization also feels the created materials as much as possible should be open to public for the benefit of the society.

This Open Educational Resource (OER) policy is formulated from above perspective and provides clarification and guidelines for all across DAM family and its resource users regarding the ownership of created resources and the principles of sharing the created resources to promote reuse, revise, remix and redistribution of the resources by others. This policy is aligned with the requirements of the copyright law of Bangladesh and other international conventions related to the scope of this policy. This policy will be effective from 30 January 2020.

2. Title and Effective date

The policy will be termed as Dhaka Ahsania Mission Open Education Resource Policy 2019. It will be effective from the date of approval by the DAM Executive Committee.

3. Policy Objectives

The objectives of the policy are to:

- 3.1. Promote OER creation, adoption, adaptation and integration in the development and delivery of academic and research materials;
- 3.2. Strengthen DAM's commitment to uphold the culture of open sharing to optimize the benefits of digital Bangladesh vision of the government and to support sustainable development goals;
- 3.3. Build capacity of all concern DAM staff to create and use OER appropriately in their professional engagements;
- 3.4. Formulate strategies to mainstream OER at DAM as well as national level.

4. Scope and Applicability

- 4.1. Unless notified by DAM as special exclusion, this OER policy is applicable to all Divisions, Institutions and Programmes DAM.

- 4.2. All types of teaching/learning/training and research documents/materials (except internally used management documents or those which are considered strictly confidential) in printed or electronic form will come to the coverage of the policy.
- 4.3. For the materials developed in collaboration/partnership with other organizations, institutions or donors, the provision of respective memorandum will be followed.
- 4.4. Unless otherwise described definitions mentioned in Appendix-1 will be used for illustration of terms in this policy.

5. Policy Statements

- 5.1. The management across DAM Divisions, Institutions, and Programmes will promote, foster and reward all efforts towards the adoption, integration and sharing of OER in different materials/course design, development, quality assurance and delivery.
- 5.2. DAM, as the publisher and the copyright owner, will decide on the content copyright status to be published as OER in consultation with relevant DAM Division, Institution and Programme.
- 5.3. DAM will promote and implement the creation, reuse, revision, remixing, redistribution and retention of Open Educational Resources (OER) within an Open Licensing framework.
- 5.4. DAM will maintain an OER Repository extensively to share its own created resources as well as the resources created by using OER and it will also ensure access to other available open repositories worldwide. A separate operational guideline for OER Repository will be developed accordingly.

6. Copyrights and Licenses

- 6.1. The open licenses will be used on the contents/materials where DAM will have the absolute ownership of the copyright unless otherwise specified. All teaching and learning materials developed at DAM or created by a grantee or contractor receiving funds from DAM shall be released with an appropriate open license and made available online, in editable digital formats, to the public.

6.2. DAM will reserve the right to license their copyrighted works using any of the most current version of the Creative Commons international licenses. However, the preferred open license option for DAM will be the most current version of the Creative Commons Attribution International License (CC BY). In some exceptional cases, DAM may prefer to choose any other Creative Commons licenses including Creative Commons Attribution-No Derivatives (CC BY-ND) and Creative Commons Attribution-Noncommercial-No Derivatives (CC BY-NC-ND) licenses as described in Appendix- 2.

7. Liability

All the OER materials in the organizational repository of DAM will carry a disclaimer. Unless otherwise decided by DAM management, the disclaimer statement will be as follows.

The publication is released for educational purposes, and all information provided are in 'as is' basis. Although the author and publisher have made every effort to ensure that the information in this publication was correct at press time, the author and publisher do not assume and hereby disclaim any liability to any party for any loss, damage, or disruption caused by errors or omissions, whether such errors or omissions result from negligence, accident, or any other cause. Any views expressed in the publication are that of the author, and do not necessarily reflect the views of DAM and its entities. All products and services mentioned are owned by DAM's copyright holders, and mere presentation in the publication does not mean endorsement by DAM. Derivatives of this work are not authorized to use logo of DAM or its entities.

8. Quality Assurance and Review System

- 8.1. A seven member OER-Quality Assurance Committee (OER-QAC) will be constituted in combination with professionals like IT expert, curriculum specialist, illustrator, OER experts and nominated heads from DAM Division, Institution and Programmes on rotation basis. OER-QAC will be headed by its Chair designated by DAM management.
- 8.2. The OER-QAC will adopt a set of quality assurance (QA) guidelines and indicators, which are aligned with the organizational policy.
- 8.3. DAM OER-QAC will follow the process of peer review within the department before uploading the respective contents / materials on the OER Repository.
- 8.4. An OER advisory body may be formed by DAM management to involve the Creative Commons specialist, if needed.

9. Institutional Arrangements for Implementation

- 9.1. DAM Centre for International Education and Development (CINED) will be responsible for providing access, maintaining the repository and providing technical support.
- 9.2. The OER produced by DAM will be hosted in an online institutional repository.
- 9.3. Regular updates/training on new developments in the field of OER will be provided by CINED or any other DAM entities.
- 9.4. Proper equipment and infrastructure will be made available by respective entities.
- 9.5. Necessary budget on the basis of OER planning and implementation framework will be allocated by all wings of DAM.
- 9.6. A strong professional network will be established among OER related personnel within and outside of DAM /Community of Practice.







10. Review of OER Policy

The Executive Committee of DAM will have the authority to review this policy and its implementation process and make revisions of the policy as and when required.

APPENDIX-1: DEFINITIONS

- 1.1. Open Educational Resources (OER):** OER is considered as the teaching, learning and research materials in any medium, digital or otherwise, that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions. (UNESCO OER Declaration 2012)
- 1.2. OER Creation:** The development/production and online sharing of quality assured OER.
- 1.3. OER Adoption:** A practice of adopting existing OER for use in a course without any change.
- 1.4. OER Integration:** This is viewed as a logical and systematic approach to the “five Rs” of reusing, revising, remixing, redistributing and retaining of OER.(Wiley 2014)
- 1.5. Content Developer:** Any person (typically author) engaged in the development of teaching and learning materials used by the institution.
- 1.6. Copyright Law:** Laws that regulate the use of the work of a creator, such as an artist or author. This includes copying, distributing, altering and displaying creative, literary and other types of work as per the copyright law of Bangladesh.
- 1.7. Open License:** A license that specifies what can and cannot be done with a work (whether sound, text, image or multimedia). It grants permissions and states restrictions. Broadly speaking, an open license is one which grants permission to access, re-use and redistribute a work with few or no restrictions.(Source: <http://opendefinition.org/guide/>)

APPENDIX-2: CREATIVE COMMONS LICENSES

Licence Name	Acronym	Icon	Description
Attribution	BY		This licence lets others distribute, remix, tweak and build upon your work, even commercially, <u>as long as they credit you for the original creation</u> . This is the most accommodating of licences offered, in terms of what others can do with your work.
Attribution-ShareAlike	BY-SA		This licence lets others remix, tweak and build upon your work even for commercial purposes, <u>as long as they credit you and license their new creations under identical terms</u> . This licence is often compared to <u>open-source software licences</u> . All new work based on yours will carry the same licence, so any derivatives will also allow commercial use.
Attribution-Non-Commercial	BY-NC		This licence lets others remix, tweak and build upon your work non-commercially, and although their new work must also acknowledge you and be <u>non-commercial</u> , they don't have to license their derivative work on the same terms.
Attribution-Non-Commercial-Share Alike	BY-NC-SA		This licence lets others remix, tweak and build upon your work non-commercially, <u>as long as they credit you and license their new creations under identical terms</u> . Others can download and redistribute your work, just as under the <u>BY-NC-ND licence</u> , but they can also <u>translate, make remixes and produce new stories based on your work</u> . All new work based on yours will carry the same licence, so any derivatives will also be non-commercial in nature.
Attribution-No-Derivatives	BY-ND		<u>This licence allows for redistribution, commercial and non-commercial, with credit to the author</u> . The work may not be altered, transformed or built upon.
Attribution-Non-Commercial-No-Derivatives	BY-NC-ND		This licence is the most restrictive of the six main CC <u>licences</u> , allowing redistribution only. This licence is often called the "free advertising" licence because <u>it allows others to download</u>

Source: <https://creativecommons.org/licenses/>